

Most Common Navigation Items

Accounts Payable:

Voucher Inquiry/Review

Accounts Payable>Review>Vouchers>Voucher Inquiry

Voucher Regular Entry & Inquiry

Accounts Payable>Vouchers>Entry>Regular Entry

Voucher Approval

Accounts Payable>Vouchers>Approvals>Voucher Approval

Voucher Delete

Accounts Payable>Maintenance>Voucher Delete

Voucher Acct Entries

Accounts Payable>Review>Vouchers>Voucher Accounting Entries

Review Payments

Accounts Payable>Review>Payments>Payment Inquiry

AP Speed Charts

Set Up Financials/Supply>Product Related>Procurement Options>Management>Speed Chart

General Ledger:

Trial Balance

General Ledger>General Reports>Trial Balance

Instructions at <http://www.nd.gov/fiscal/acctgindex.html>. Choose General Ledger Basics, page 83.

GL Inquiry

General Ledger>Review Journal/Ledger Data>Ledger

Instructions at <http://www.nd.gov/fiscal/acctgindex.html>. Choose General Ledger Basics, page 67.

More GL:

Itemized Transaction Register

General Ledger>General Reports>ND State Transaction Register

Speed Types

Setup Financials/Supply Chain>Common Definitions>Design ChartFields>Define Values>Speed Types

GL Inquiry to find out if an agency has paid an IDB

General Ledger > Open Items > Review Status Online and/or General Ledger > Open Items > Open Item Listing Record

Other:

Cardholder Profile – change default coding for P-Card Holders

Purchasing>Procurement Cards>Cardholder Profile

To run PeopleSoft delivered or custom queries:

Reporting Tools>Query>Query Viewer

To assign a CFDA# to a fund code:

Set Up Financials/Supply Chain>Common Definitions > Design Chartfields>Define Values>Chartfield Values>Fund Code

To enter ORG budget entries:

Commitment Control>Maintain Budgets>Budget Journals>Enter Budget Journals

To post ORG budget entries:

Commitment Control>Maintain Budgets>Post Control Budget Journals>Request Posting

To obtain summarized or detailed ORG, Appropriation, or Appropriation Line budget information:

Commitment Control>Review Budget Activities>Budget Inquiry>Budgets Overview

Purchasing

Purchase Orders

Purchasing>Purchase Orders>Review PO Information>PO Accounting Entries

Projects:

Training Manual

Projects General

page 47

Projects>Projects>General Information

Basic projects page to view existing projects, set up new ones, add activities, copy function, etc.

Adding an activity to an existing project (use this navigation or use Projects General)

page 60

Projects>Activities>General Information>Find an Existing Value (then Add New Value)

Viewing Resources

page 75

Projects>Resources>State General Information>Find an Existing Value (needs project and activity ID)

Used to view transactions of a single project and activity only. (Not suitable for activities with heavy usage.)

Project Copy function

page 115

Projects>Utilities>Copy Project (then hit search)

You can also access this page from the Definition tab in Projects General